 Kenya Power The Kenya Power & Lighting Co. Ltd.	File Ref.	KP1/9A.4/OT/TPT/04/21-22 PRE-BID MINUTES FOR TENDER NO. KP1/9A.4/OT/TPT/04/21-22 FOR SUPPLY INSTALLATION AND COMMISSIONING OF AUTOMOTIVE SPRAY BOOTHS
	Date of Issue	July, 2022
	Date of Meeting	5 th July, 2022
	Venue of Meeting	THE CONFERENCE ROOM , TRANSPORT, RUARAKA
	Page No:	1 of 3
In Attendance KPLC	1. Bernard Ngeno 2. Everlyn Ongalo	
BIDDERS	1. George Njoroge - Rongalink Enterprises Limited 2. Joseph Kiama - Elite Tools Ltd	
Circulation	KPLC Website & E Portal	
Agenda	1. Introduction of Session 2. Overview of Tender Requirements by KPLC Team 3. Question and Response session in Bidding document	

NOTES OF MEETING	
Item	Deliberations
1.0	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 10.50 a.m. with a word of prayer followed by introduction of the agenda for the day and members present.</p> <p>The bidders were informed that The Pre-bid meeting for the tender for Supply Installation and Commissioning of Automotive Spray Booths was intended to ensure that the requirements in the tender document were well understood by the bidders and any areas of the tender that required clarification were addressed.</p> <p>Bidders were advised to read the tender document in its entirety to achieve compliance in submission of their bid documents.</p>
2.0	<p><u>HIGHLIGHTS OF THE TENDER DOCUMENT</u></p> <p>The bidders were informed that the tender was an Electronic submission tender and was available from the KPLC's E- Portal. Bidders were also notified that the tender can be downloaded from KPLC's Website free of charge.</p> <p>Bidders were informed that to participate in the tender they needed to register in the E-Portal under Transport business area if they were not yet registered.</p> <p>Bidders were required to note that the tender template had been reviewed. Bidders were advised to and as such they were required to read the tender document to familiarise themselves with the new tender requirements and format.</p> <p>1) <u>SECTION II - TENDER DATA SHEET</u></p> <p>Bidders were advised to keenly read the Tender Data Sheet and understand tender requirements to ensure compliance in submission of their bid.</p>

a) Tender Validity Period

The tenders shall remain valid for Two Hundred and Ten (210) days after the date of tender opening.

b) Tender Prices

The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.

c) Tender Security

The Tender security shall be Kshs. 200,000.00

The Tender Security shall be in form of an Original Bank Guarantee issued by a local (Kenyan) Bank and strictly in the Tender Security Form (Bank Guarantee) in the tender document.

The Tender Security shall be valid for Thirty (30) days beyond the validity of the tender. i.e. (240 Days).

The Original Tender Security, in a clearly labelled envelop, shall be deposited in the Tender Security Box on 3rd Floor. (KPLC Supply Chain - Procurement Department, Stima Plaza) on or before the opening date and time

d) Submission and opening of tenders

Tenders are to be submitted Electronically at KPLCs E- Portal on or before the tender closing date indicated in the tender document.

Bidders are required to scan and upload their documents in the portal as indicated in the tender document. The tenders will be opened at the time indicated on tender.

e) Warranty

Bidders to indicate their offered warranty period in the form provided in the tender document. The Warranty against manufacturer's defects & premature failure shall be a Minimum of 24 months.

f) Documentary evidence of financial capability

Bidders are required to submit Audited Financial Statements (Audited Accounts) that are reported within eighteen (18) calendar months of the date of the tender document. The Statements must be stamped and signed by the Auditors who must be currently registered by ICPAK.

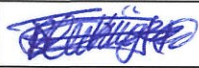
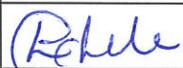
For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six (6) months prior to the Date of the Tender Document. The copies should be certified by the Bank issuing the statements. The certification should be original.).

g) Guaranteed Technical Particulars

Bidders to submit duly completed Schedule of Guaranteed Technical Particulars (GTP) as per Tender Specifications demonstrating substantial responsiveness of the goods and service to those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.

h) Type Test Certificates and their reports

Bidders will be required to provide type tests and certificates for Motor and fans, In addition bidders will provide the accreditation certificate for the testing laboratory to ISO/ IEC 17025

<p>2) EVALUATION CRITERIA - SECTION III</p> <p>The bidders were informed that the tender will be evaluated in three stages as provided in section III of the tender document. The Evaluation shall be done in three stages as detailed in the tender document i.e.</p> <p>a) Preliminary Evaluation b) Technical Evaluation c) Financial Evaluation</p>			
<p>There being no other business, the meeting ended at 13.50 p.m.</p>			
Chairman	Bernard K. Ng'eno	Secretary	Everlyn O. Ongalo
Sign		Sign	
Date	05/07/2022	Date	05 th July 2022

